

APPENDIX G
Patient Routing Slip and Instructions

Name: _____

ssn: _____ Provider: _____

_____ CLERK CHECK-IN (remind re. PHG)

_____ VITAL SIGNS STATION (discuss PHG)

PIIP PREVENTIVE CARE NEEDED:

TESTS: _____ Cholesterol
_____ Pap Smear
_____ Mammogram

HEALTH COUNSELING NEEDED:

_____ Tobacco use
_____ ETOH use
_____ Safe Sex
_____ Physical Activity
_____ Nutrition

IMMUNIZATIONS NEEDED:

_____ Tetanus-Diphtheria
_____ Hep B
_____ Hep A (active duty)

_____ **CLERK CHECK OUT**

Initials
(done)

[] F/u Appt: _____
[] 3rd Trimester OB Class _____
[] Flex: _____
[] Colpo: _____
[] Minor Procedure: _____
[] Imms: _____
[] Wellness Clinic: _____

[] CBC [] ESR
[] HDL Profile [] LFT's _____
[] SMA-7 [] Guaiac
[] TC
[] Other: _____

_____ **NURSING PATIENT EDUCATION:**

[] PPIP Nurse: _____
[] Disease Process: _____
[] Meds (list): _____
[] Other: _____

**U.S. NAVAL HOSPITAL
FAMILY PRACTICE CLINIC**

**Guidelines for use of the
PATIENT ROUTING SLIP**

Purpose: The form is designed to optimize the flow of patients through Family Practice Clinic appointments.

Description: The 4" x 11" form is reproduced on yellow paper so that it is highly visible.

Placement: The form is attached by a paper clip to the outpatient record, on top of the current SF 600.
The form is properly discarded after use.

Instructions for use:

I. CLERK CHECK-IN

- A. The clinic clerk writes in the name, last four digits of the ssn, and provider's name on the slip prior to the appointment, and attaches it to the current SF 600.
- B. The clerk asks the patient if he/she has a PPIP "Personal Health Guide" booklet. If not, the clerk gives the patient one.

II. VITAL SIGNS STATION

- A. The corpsman/medical assistant takes the patient's vital signs.
- B. The corpsman explains the "Personal Health Guide" and encourages the patient to read it and record health data in it.
- C. The corpsman reviews the medical record and DD 2766, and checks off which preventive services the patient needs.

III. PROVIDER EXAM

- A. The provider reviews the yellow slip and orders preventive tests or counsels patient as indicated.
- B. The provider checks off or writes in any follow-up care that is needed under the section called "CLERK CHECK OUT"
- C. Any patient education needed is checked off under the section called "NURSING PATIENT EDUCATION."
 - (1) if the provider has limited time, the PPIP nurse or other nurse will provide preventive health counseling and arrange for preventive tests as needed.

IV. CLERK CHECK OUT

- A. The patient returns the yellow slip to the clerk.
- B. The clerk directs the patient to the lab, immunizations, nurse, etc. as indicated.
- C. The clerk enters lab tests requested and follow-up appointments as indicated.
- D. The patient is released after all follow-up items are completed.